



COUNTY OF SAN BERNARDINO
STANDARD PRACTICE

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EFFECTIVE 5/96

DEPARTMENT BEHAVIORAL HEALTH

SUBJECT VIOLENCE OR THREATS BY
EMPLOYEES

APPROVED

James McReynolds
James McReynolds, Director

I. PURPOSE

- A. To assure that all workplace threats and violent behavior are addressed promptly.
- B. To assure the level of physical/facility security in Department of Behavioral Health work places is sufficient to protect the health and safety of Department employees.
- C. To outline procedures to be used in the event of violence or threatened violence in the workplace.

II. POLICY

- A. The Department of Behavioral Health has a Zero Tolerance Standard with regard to threats and violent behavior in the workplace whether direct, indirect, implied, or actual.
- B. No employee shall engage in, or be allowed to engage in, violent conduct or make threats of violence, implied, actual, direct or indirect at a Department Of Behavioral Health work place or in connection with Department business. Employees who do so are to be subject to legal action by law enforcement authorities and disciplinary action, up to and including termination of employment.
- C. Weapons of any type (such as firearms, knives, pepper spray etc.) are forbidden on Department property. Possession of such can also result in disciplinary action, up to and including termination.

III. PROCEDURE

- A. In the instance of immediate danger to any employee or member of the public, the law enforcement agency in the area where the threat was made should be notified immediately.
- B. All threats are to be taken seriously and should be reported immediately to supervisors as well as to the Assistant Personnel Officer. Supervisors shall take necessary steps to assure the incident is immediately reported to the Director.
- C. The Assistant Personnel Officer is responsible for documenting and investigating all threats or incidences of violence. Documentation shall include a narrative of the incident including names and other appropriate identification of the parties involved, verbal comments made or description of the violent behavior, witness names and witness statements.

SUPERVISOR'S RESPONSIBILITY

- A. Immediately provide security for the threatened individual, co-workers and the public by:
 - 1. Immediately placing an employee alleged to have made threats or engaged in violent behavior on paid administrative leave pending the outcome of an investigation.
 - 2. Ensuring that the threatening or violent individual leaves the work site.
 - 3. Contacting law enforcement if necessary.
 - 4. Ensuring that an employee who has been the victim of job related threats or violence away from Department work sites does not revisit the scene until authorities have dealt with the matter.
- B. Ensure that staff are aware of the Department's Zero Tolerance policy on violence in the work place.